

**SECRET**

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020036-0

5 June 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations  
1 - 31 May 1969

1. The workload for May 1969 was 69,819 items, 5% greater than May of last year. For the eleven months of FY 69 we are running 6% over the same period in FY 68.

2. As of 31 May 1969 we are ten persons short of our T/O, and even more short of our actual needs. It is hoped that the Director of Personnel memo of 19 May 1969 to you, will help in fulfilling our needs. We have received one of our twelve summer employees. By the middle of June all twelve of them should be on board. They will help us through our clerical shortage during the summer by which time, hopefully, the Office of Personnel will be able to fill our vacancies.

25X1A

3. On 28 and 29 May 1969, [REDACTED] from the Office of Communications, visited the A. B. Dick plant at Chicago, Illinois. There they saw the A. B. Dick Videojet Printer, a new silent, non-impact printing technique. Printing occurs as the ink jet is moved from left to right across the paper at a synchronous rate of 250 characters per second. They believe that the Videojet Printer could be used in connection with automating the Signal Center and Cable Secretariat.

4. DDP/OPSER has agreed to assist us in microfilming our Cable Reference File by furnishing two summer employees and some additional equipment. They will also bear the cost of material for the first year of the program. In June we will begin to microfilm approximately two million paper copies of CIA cables. Once underway, the program will enable us to make a substantial month-to-month reduction in our holdings at the Records Center.

25X1A

[REDACTED]  
Cable Secretary

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020036-0

**SECRET**

Excluded from automatic  
downgrading and  
declassification